

Request for Information

Section A - Assignment/Certification

Agency Name: Centerville Community Services District

Physical Address: 8930 Placer Road, Redding, CA 96001

Mailing Address: P.O. Box 990431, Redding CA 96099-0431

Telephone No. (530) 246-0681 Fax No. (530) 246-2254

E-mail: cmuehlbacher@centervillecsd.com

Website: A RFP for website design is being issued.

The undersigned DOES HEREBY CERTIFY that the information provided hereunder and in the attachments is, to the fullest extent possible, complete and accurate and submitted in compliance with GCS 56386:

RFI Completed By: (Print Name) Chris Muehlbacher
(Title) District Manager
(Signature)
Date:

Section B - Agency Profile and Narrative

- 1. Year Agency Established/Incorporated/Formed: 1959
2. Acreage/Square Miles Within Agency: 11,278 acres (17.62 square miles)
3. Total Population Within Agency: 3,992 Population Date/Source: U.S. Census Bureau
4. Please write and attach a narrative history of the agency, including any knowledge of formation, historic decisions and major changes or reorganizations to the agency.

The District was originally formed in September of 1959 and encompassed approximately 6,000 acres. The purpose for creating the District was to: (1) Supply the inhabitants of the District with water for domestic use, irrigation, sanitation, industrial use, fire protection and recreation and (2) Protection against fire. During that time, water supplies were obtained from individual wells which were incapable of providing a sufficient quantity of water. In fact, as a result of the low production it was necessary to transport water into the area during the summer months. An additional concern regarding the water supply was that the shallow wells frequently did not provide a source of water considered satisfactory from a public health standpoint. In January of 1964, the District constructed a new distribution system utilizing financial assistance under the Davis-Grunsky Act. During this time the District negotiated with the Bureau of Reclamation for water service from the Muletown Conduit, which was being constructed as a part of the Clear Creek South Unit of the Trinity River Project.

While being identified as a purpose for creating the District, at present fire protection is not actively provided. At this time, the District provides facility space, utilities and some maintenance to the Centerville Volunteer Fire Department (aka Shasta County Fire Department Company 52). The District has studied the potential of providing fire protection services in the past and continues to reserve its right to pursue that component in the future.

Section C – Reports, Plans, Maps, Etc.

Indicate which of the following documents is relevant to your agency, and attach a copy or indicate if it can be found on the agency’s website:

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Mission Statement <input type="checkbox"/> Current Budget, as well as two preceding years <input type="checkbox"/> Agendas for the preceding two years <input type="checkbox"/> Minutes for the preceding two years <input type="checkbox"/> Adopted Policies and Procedures <input type="checkbox"/> Recent Newsletters, Bulletins, etc. <input type="checkbox"/> Agency Organizational Chart <input type="checkbox"/> Rates or fee schedule <input type="checkbox"/> Rate Study <input type="checkbox"/> Capital Improvement Plan <input type="checkbox"/> Development Impact Fee Nexus Study | <ul style="list-style-type: none"> <input type="checkbox"/> Master Plan <input type="checkbox"/> Public Facilities Plan <input type="checkbox"/> Watershed Management Plan <input type="checkbox"/> Groundwater Management Plan <input type="checkbox"/> Sewer System Management Plan <input type="checkbox"/> NPDES Permit/Waste Discharge Requirements <input type="checkbox"/> Department of Health Services Water System Annual Report (most recent) <input type="checkbox"/> Photos of District facilities <input type="checkbox"/> Other: _____ |
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Section D – Infrastructure, Facilities, Services

1. How are infrastructure needs determined? Provide copies of capital improvement/master plans that address infrastructure.

Large capital improvements are defined in the District’s Water Master Plan (“Master Plan”). At present, the Master Plan is being updated by PACE Engineering, Inc. The previous version dates back to July 2004. The 2004 Master Plan included a conceptual plan staging cost estimates and financing for the major capital improvements that were anticipated as necessary as the District grows. The 2014 Master Plan update will review these past projections and will provide an updated capital improvement schedule.

2. Provide schedules for infrastructure replacements and upgrades; explain how schedules are being met and how will the new or upgraded infrastructure be financed?

Recommendations for infrastructure improvements are described on pages 3 through 5 of the Master Plan and outlined on the Cost Tables Section in the plan document (see 2004 Master Plan). The improvements were programmed based upon an estimated growth rate. The estimated Cost and Financial Considerations are described on pages 54 through 56 of the plan (see 2004 Master Plan). At this time, the Master Plan is being updated; thus, the infrastructure tables are subject to change.

Depending upon the scope and scale of the capital improvements as well as the type of improvement, it is anticipated that the projects would be financed by District reserves, grants, bond financing, additional financing, or by developers. In reviewing any future development, the District’s Engineer uses a hydraulic model to determine the extent of both onsite and offsite requirements for those developments. In these cases, the Developer is responsible for financing the required improvements. In some circumstances the District will use its’ Oversizing Policy to increase infrastructure capacity sizes which would have future benefits based upon the Master Plan. The costs for oversizing would be reimbursed by future developments benefiting from the facilities. Capacity fees are charged on all new service connections and retained in the Capacity Fees Reserve for capital improvements defined by the Master Plan.

3. List and discuss infrastructure deficiencies; indicate if deficiencies have resulted in permit or other regulatory violations; explain how deficiencies will be addressed.

The District does not have any immediate infrastructure deficiencies. The District entered into a Water Treatment Plant Dedicated-Capacity Contract with the Clear Creek Community Services District in October, 1994. The Contract addresses capacity, operational costs and expansion cost sharing. Under order from the Department of Health Services an expansion of the plant was completed in 1997, to filter the District’s entire surface water source bringing it into compliance with the State’s Surface Water Treatment Rule. As required by the plant’s discharge permit, Clear Creek CSD will be required to complete a backwash water recirculation project by April, 2017. This project will include the construction of a new pipeline from the backwash ponds to the chlorination station.

Additional District improvements which took place include the construction of the Zone C Booster Pump Station on Placer Road near Tower View Circle and a one million gallon reservoir in the same vicinity, as well as capacity improvements at the Muletown Conduit turnout.

The District currently holds a 40 year Long-Term Renewal Contract with the United States Department of Interior Bureau of Reclamation (USBR) in the amount of 2,900 acre-feet per year. The District also has an unlimited term Exchange of Water Contract with USBR for 900 acre-feet per year for a total contract allocation of 3,800 acre feet per year. Historically, the reliability of this water source has been excellent; however, it has been necessary to exercise conservation measures during extreme drought conditions through use of the District’s Drought Contingency Plan. In general, the District’s annual water usage is approximately 50% of the total contracted amounts; therefore, there remains a substantial supply for future use.

4. Describe capital facilities that are underutilized; explain how underutilized facilities could be shared with other agencies.

The District is not currently utilizing its 25% dedicated capacity in the treatment plant located at the base of Whiskeytown Dam. The new facilities were constructed back in 1997. At present, there remains additional capacity not being utilized by the District with exception of some peak flow periods during the summer months. The District does share this facility as well as the Muletown Conduit with the Clear Creek Community Services District.

5. How are service needs forecast?

To determine the future service needs of the water system, it is first necessary to establish the physical and political boundaries of the service area and to estimate the future water demands for that area. The District has based future needs on pending developments within the City of Redding, County service areas as well as its historical water use trend. Pending the recommendations of the 2014 Water Master Plan, the previous projected annual growth rate in water demands has been estimated between 3% - 4% over the past ten year period. The staging of improvements necessary for future needs can be modified to accommodate a slower or faster growth rate.

6. How are growth/population projections integrated with plans for future services?

All services in the District are metered. The District projects future growth in terms of the number of services and the potential increase in water demand rather than population. At present, there remains a number of proposed developments in the District which could expand the customer base by as much as 450 new meters. While the timing is uncertain, there remains the potential that they would be completed and built out prior to 2024.

7. Provide maps of service areas/zones for services that are provided less than agency wide.

This condition does not exist within the District boundaries.

8. Describe any variance or inequity in levels of services provided to customers. Explain why unequal services levels are present.

This condition does not exist within the District boundaries.

9. Identify areas within agency boundary that could be more efficiently served by another agency.

Based upon the topography and some of the naturally defined boundaries, all of the areas included within the District can be efficiently serviced by the District facilities though the construction of new main line extensions, storage reservoirs and pump stations.

10. Identify areas outside agency boundary that could be efficiently served by your agency.

At present, the District is in the process of updating its Water Master Plan. Included in 2004 Master Plan, the District indicated a Sphere of Influence beyond its Service Boundary. It is anticipated that these areas could be efficiently served by the extension of the District's facilities.

11. Describe proposed or pending development that would require agency services; include a list of anticipated jurisdictional boundary changes (i.e., annexations) necessary to extend services to proposed or pending development; provide maps showing location of development.

The District recently received notification that the proposed development Foxwood Unit 2 will be applying for a de-annexation of four of the eleven lots from Centerville to be annexed into Shasta CSD. At this time, additional information is required to further review and comment on this matter.

Additional pending developments include: Westridge, Hurner and Menezes/Wilson. All of these developments are within the District's Service Area and will not require an annexation. Collectively, these projects could add an additional 450 new service connections to the District.

The Laurel Glenn and Centerville Oaks Subdivisions located along Placer Road have been completed and new homes soon to follow. These subdivisions will add 14 new service connections to the District.

The Canto De Las Lupine subdivision located along Texas Springs Road was completed in 2006. This subdivision created 48 lots of which 4 have been developed as of date.

12. Describe and attach joint powers agreements or other arrangements for sharing facilities, infrastructure, or services with other agencies.

In May, 1993 the District entered into an agreement with the City of Redding allowing for property within the District's Service Boundary to be annexed into the City of Redding with the District maintaining the primary responsibility of providing water service to those properties.

In October, 1994 the District entered into a "Water Treatment Plant Dedicated-Capacity Contract" with the Clear Creek Community Services District which provides the District a 25% share in the existing 24 million gallon per day water treatment plant. Plant improvements were completed in 1997.

Currently, the District has three Emergency Interties with the City of Redding. The agencies have determined that it would be mutually beneficial to utilize these water interties during times of emergency.

In October, 2013, the District entered into an Omnibus Mutual Aid Agreement with the California Water/Wastewater Agency Response Network for the purpose of mutual aid during times of emergencies.

13. Provide the parcel numbers of properties receiving agency services *which are outside the agency jurisdictional boundary*; provide a map showing parcel-to-agency boundary relationship; list type of service provided, date commenced, and when annexation is expected.

Currently, this situation does not exist within the District boundaries.

14. Explain agency policies and procedures that establish priorities for directing services to infill areas.

Currently, the District does not have a written policy addressing this issue; however, the 2004 Water Master Plan does address anticipated future growth within the service boundary and within the Sphere of Influence boundary. The Plan outlines projected water demands and the necessary infrastructure improvements to provide service to both areas. This information will be updated in the 2014 Master Plan.

15. Describe provisions for providing services in emergency situations (i.e., storage capacity, number of days that services can be provided, etc.)

The District currently has 2.2 million gallons (MG) of storage capacity, which is 0.52 MG above the current recommended storage capacity. The District also has three interties with the City of Redding generally located at: (1) Record Lane and O'Connor, (2) Rainer and Sienna, and (3) Clear Creek Road. At the Record Lane location, the District has a 20 horsepower Booster Pump Station which can provide water to the District during emergency situations. The intertie in the Rainer area is an automatic check valve which will provide water to the City during high demand fire flow conditions within the West Side Estates subdivision only; while the Clear Creek intertie provides water to the City during emergency events.

The District has also entered into an Omnibus Mutual Aid Agreement with the California Water/Wastewater Agency Response Network for the purpose of mutual aid during times of emergencies.

Section E - Administration, Management, Operations

1. List number of employees of agency and/or department providing each infrastructure service by category (i.e., executive, management, professional, operational, etc.).

The District currently has five (5) full time employees.

- a. District Manager - Management and Finance
- b. District Secretary/Bookkeeper - Clerical and Finance
- c. Water Service Lead Worker - Field Operations
- d. Water Service Worker II - Distribution (currently vacant)
- e. Water Service Worker I - Distribution

2. Describe internal staff and/or operational reorganizations within the past three years; list job titles or positions which have been eliminated or created.

There have been no operational reorganizations within the past three years. Job titles or positions have neither been eliminated nor created.

3. List number of annual terminations, resignations, and retirements that have occurred in the preceding three years.

Terminations: (1)

Water Service Worker I - 2012

Retired: (1)

Water Service Lead Worker - 2012

Resigned: (2)

Water Service Worker II – 2012, 2014

4. Describe positions that have remained vacant during the past three years.

N/A

5. Describe agency policies, rules, and procedures that regulate communications between elected officials and employees.

The Board of Director’s has an adopted policy, which provides for rules and procedures associated with District functions. In the Code of Ethics section of that policy, it states, “When approached by District personnel concerning specific District policy, Directors should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.”

The Board of Directors adopted the District’s Employee Handbook on December 19, 2012. Section V – Employee Relations states the following:

Problem Solving

It is the policy of this District that all employees be treated fairly. If there is something about the job that is bothersome or if the employee has cause to feel that they are not being treated fairly, a means of redress is available to them. We are anxious to know of any conditions that may be the cause of problems on the job. Such conditions cannot be corrected unless they are made known. Feel free, at any time, to present ideas, or problems, within the following guidelines without fear of recrimination.

1. In most instances, a conference with the Manager will solve the problem. Employees' views will be respected and every effort will be made to resolve the issue in an equitable manner.
2. If, for any reason, employees still disagree with the decision, or are not made aware of any decision, they may provide a written statement to the Manager so that it can be presented to the Personnel Committee for review, discussion, and direction. Depending upon the issue(s), the Personnel Committee may elect to seek the guidance of the full Board. The Personnel Committee will then provide a formal response.

6. Describe administrative/management/operational functions that are provided to the agency by private organizations or other public agencies; explain management efficiencies and/or cost avoidance opportunities gained by these arrangements.

The District contracts with private firms for the following services:

- Engineering – PACE Engineering, Inc.
- Legal – Reese, Smalley, Wiseman & Schweitzer, LLP
- Audit of Financial Records – Hathaway, Ksenzulak and Lapp, LLC
- Finances – Alisa Scholberg, Bookkeeping
- Backflow Testing – Northwoods Backflow

Using contracts for these types of services save the District the expense of additional staff and benefits.

7. Describe cooperative arrangements with other agencies that produce administrative, management, and/or operational efficiencies.

The District is a participant in the Shasta Counties Operational Area Organization. The purpose of this organization is to have all governmental entities within Shasta County be prepared to share resources and information in order to protect the public welfare from any potential major catastrophe due to earth quakes, floods, or other natural or manmade disasters.

The District has also entered into an Omnibus Mutual Aid Agreement with the California Water/Wastewater Agency Response Network for the purpose of mutual aid during times of emergencies.

- 8. Describe policies for employee and contractor performance incentives.

The Wages/Salary/Compensation Policy located in Section III of the District’s adopted Employee Handbook states:

It is the policy of Centerville Community Services District to provide suitable compensation, including salaries and benefits that are competitive with our general labor market. The District makes a continuous effort to maintain a salary range structure based on careful evaluations of each job classification in relation to salary ranges established for similar positions in other Districts in the area. It cooperates with other Districts in conducting salary and benefit surveys, and the results of these surveys are considered in evaluating our policies. Salaries of all employees are reviewed and established annually at budget time (April-June), by the District Manager whom then makes recommendations as included in the Operations & Maintenance Budget. Once the Board adopts the budget, those salary levels should be in effect for the next fiscal year.

- 9. Explain policies and procedures for competitive bidding and sole source procurement. Describe sole-source services provided during the past three years.

The District has an adopted policy that addresses competitive bidding and sole source procurement. The policy clarifies the District’s position in performing in-house work or contracting with outside sources for public work projects and purchasing material and supplies for any such work. With respect to performing public work projects the District complies with the California Public Contract Code Section 20680, et seq.

- 10. What awards or recognitions has the agency or service-providing department received in the past three years? Explain why awarded.

The District participates in the Association of California Water Agencies Joint Powers Insurance Authority for Liability, Property and Worker’s Compensation insurance coverage. Over the past three years, we have received the President’s Special Recognition Award for achieving a low ratio of paid claims and case reserves to deposit premiums in each of the programs.

The District has received a certificate of achievement for receiving two consecutive satisfactory ratings by the California Highway Patrol.

In 2014, the District’s Board of Directors agreed to participate in the Association of California Water Agency / Joint Powers Insurance Authority’s Commitment to Excellence Program.

Section F – Fiscal

Respond to the following in the context of the services listed under Section C.

- 1. Describe all revenue sources (i.e., property taxes, special taxes, service charges, fees, assessments, grants, etc.) to provide and finance infrastructure services.

The District’s revenue sources include property taxes, special taxes, assessments and capacity and usage fees.

Davis-Grunsky: This special tax pays for the loan to construct the District’s original distribution system.

Water Assessment District No. 1995-1: This assessment is used to pay for improvements to expand the District’s Water Treatment Facility to comply with the State of California’s water quality requirements; acquire real property for construction of the pump station and the construction of a new storage facility.

Texas Springs Water Assessment District No. 2001-1: This assessment is used to pay for improvements of the extension of the District’s distribution system into the Texas Springs / Honey Bee Road areas.

Capacity and usage fees: Capacity fees are charged on all new service connections to the distribution system. User fees are charged for the monthly availability and consumption of water. These fees are used for capital improvements and the ongoing operation and maintenance of the District.

2. Explain agency constraints to generate revenues to finance infrastructure services.

The Centerville Community Services District is an Enterprise Special District and primarily relies on property taxes and user fees for services provided; therefore the ability to generate new revenue sources is limited. The District does have the ability to increase revenue to build reserves for capital improvement projects.

3. Describe policies and procedures for limiting expenditures; note which policies and procedures require board/council approval before implementation.

The Board’s Finance Committee consist of two Board Members and the District Manager. This committee is involved in the annual budgeting process. A budget is drafted and recommendations are made to the Board for approval. In addition, monthly profit and loss statements are presented to the Board for review and comment. The Board of Directors must approve all unbudgeted expenditures and contractual obligations over \$7,500.00.

On September 21, 2005, the Board of Directors adopted Resolution 05-09 that established a policy for Manager-approved expenditures. The policy reads as follows: The Board of Directors of the Centerville Community Services District authorizes the District Manager to spend up to that amount on items listed in the District’s Operation & Maintenance and Capital Budgets; and on non-budgeted items, to authorize the District Manager to spend up to \$7,500.00 per month without Board approval.

The Board also adopted Resolution 2007-02 on April 18, 2007, which establishes a Policy for the use of credit cards (See attachment for more information).

4. Explain the agency’s bond rating; discuss basis for rating.

This item is non-applicable.

5. Describe policies and procedures for investment practices.

The Board of Directors approved Resolution 96-3, which adopted guidelines for investments, in February of 1996. This policy provides for maximizing efficiency of the District’s cash management system and provides policies for prudent investment of the District’s funds along with guidelines for suitable investments.

The majority of the District’s reserve funds are deposited in the Local Agency Investment Fund (LAIF) which is a voluntary program created by statue which began in 1977. The fund was created as an investment alternative for California’s Local Governments and Special Districts. The enabling legislation for the LAIF is section 16429.1, 2, 3, 4 of the California Government Code.

6. Describe policies and procedures for establishing and maintaining reserves/retained earnings. What is the dollar limit of reserves/retained earnings? What is the ratio of undesignated contingency and emergency reserves to annual gross revenue?

The Board have adopted and maintain reserves as follows: Designated Reserves; Obligated Reserves and Restricted Reserves. The dollar limits for the Designated Reserves are designated for operating, facility requirements and other needs consistent with long-term and short-term emergency needs. The Obligated Reserves are tied to future infrastructure improvements. The Restricted Reserves are

required and used for debt services. The ratio of undesignated contingency reserves to annual gross revenues is approximately 41%. Reserves are reviewed annually during the budgeting process with adjustments made accordingly.

7. Explain any variances in rates, fees, taxes, etc. which are charged to agency customers.

The District currently has three rate structures: Residential Rate; Commercial and Industrial Rate; and the Grant School Service Rate. As part of the Residential Rate, services located within a pressure zone which require pumping are charged a pump surcharge fee. The District has two pressure zones subject to this fee (Zone A & A1). These zones require a pump system in supplying water to the area. The intent of the pump surcharge fee is to offset the cost of the pumps (e.g. power, maintenance and repairs).

The Board of Directors adopted Resolution 2005-01 implementing a Backflow Prevention Assembly Testing and Repair fee. This fee only affects those customers who have backflow prevention devices.

During severe drought conditions, the District has imposed a Drought Surcharge to cover costs associated with purchasing water in an effort to compensate any reductions to the District's water allocation from the Bureau of Reclamation. This surcharge is implemented for a defined period of time which is then removed.

8. Explain policies and procedures for fee rebates, tax credits, or other relief given to agency customers. Provide details of any rebates, etc. issued during the past three years.

The District established the Grant School Service Rate on March 17, 2010. This is a tiered rate specific to public facilities within the District.

9. Discuss increases or decreases in rates, fees, taxes, or other charges that have been implemented during the past three years.

The District adopted the following ordinances during the past three years regarding increases in water rates and capacity fees. (See Attached).

2011

Ordinance No. 2011-02: Increased each tier of the Residential Water Consumption Rate by \$.055; and created a tiered Base Rate according to the size of the meter.

Ordinance No. 2011-03: Increased each tier of the Commercial & Industrial Base and Consumption Rates.

Ordinance No. 2011-04: Created a tiered Consumption Rate for Grant School; and Increased their Base Rate to \$81.00.

2012

Ordinance No. 2012-01: Increased each tier of the Residential Consumption Rate by \$.015.

Ordinance No. 2012-02: Increased each tier of the Commercial & Industrial Consumption Rate.

Ordinance No. 2012-03: Increased each tier of Grant School's Consumption Rate by \$.015.

Ordinance No. 2012-04: Increased the Pump Surcharge and Consumption Rates for Zone A and Zone A1.

2013

Ordinance No. 2013-01: Increased each tier of the Residential Base Rate by \$.50, and increased each tier of the Consumption Rate by \$.02.

Ordinance No. 2013-02: Increased each tier of the Commercial & Industrial Base and Consumption Rates.

Ordinance No. 2013-03: Increased Grant School’s Base Rate by \$.50 and each tier of their Consumption Rate by \$.02.

Ordinance No. 2013-04: Increased the Pump Surcharge and Consumption Rates for Zone A and Zone A1.

2014

Ordinance No. 2014-01: Amended the Drought Surcharge.

Ordinance No. 2014-02: Increased each tier of the Residential Base Rate, Commercial & Industrial, and Grant School by \$.25, and increased each tier of the Consumption Rate by \$.02 (tiers 2 – 7).

Ordinance No. 2014-03: Increased the Zone A Pump Surcharge Fee by \$0.50, Zone A Consumption Surcharge by \$0.01, the Zone A1 Consumption Surcharge by \$0.01, and changed the Water Availability Charge to \$18.50.

- 10. Discuss opportunities for rate restructuring.

Future opportunities for rate restructuring will include additional conservation measures included in the tiered-rate structure. All rate structures are reviewed by the Finance Committee with recommendation for changes being provided to the full Board at least annually.

- 11. Describe other policies and practices for depreciations and replacement of infrastructure.

Depreciation is an unfunded expense; however, funds are set-aside in the capital improvement reserve accounts to replace aging equipment and infrastructure. The infrastructure upgrades are prioritized based upon need.

Section G – Governance

- 1. Explain the composition of agency’s governing body; if a district, indicate if elections or appointments are at-large or by defined sector of the district.

The District’s governing body is an at-large elected five member Board of Directors. Each member is elected to a four (4) year term. The five members are divided into two groups (3 and 2 members). The elections for these groups are staggered to provide continuity for the Board. When necessary, appointments are accomplished by advertising the open position and accepting letters of interest on an at-large basis. The candidates are interviewed and voted on by the Board.

- 2. Provide an *eight-year* history of agency election and appointment results. Has the agency had difficulty in establishing a slate of candidates for election?

2006 Director John Stubban retired.
2007 Director Ken Reed appointed to fill position until election 11/09.
2008 Director Leonard Moty retired.
2009 Director Eric Woodstrom appointed to fill position until election 11/11.
Director Darren Langfield retired at the end of 2009, finishing out his term.
2010 Directors Don Newman and Mark Harvey were elected.
2011 Incumbents Eric Woodstrom and Walt Richison ran unopposed.
2014 Directors Don Newman, Mark Harvey and Larry Whitehead are up for re-election November 2014. Director Harvey has decided not to run for office.

- 3. Explain compensation and benefits provided to the governing body (Board).

The District’s policy is to pay a stipend of \$50.00 per Board member per Board or Committee meeting attended not to exceed six days in any calendar month.

- 4. How frequently does the governing body meet? How many agency meetings have been cancelled in the last three years?

The District’s Board of Directors meets the third Wednesday of every month. Standing Committees such as the Finance, Personnel, Resource and Planning, Ordinance and Public Information meet on an as-needed basis. No meetings were cancelled over the last three years.

- 5. Describe rules, procedures, and programs for public notification of agency operations, meetings, programs, etc. How is public participation encouraged? Are meetings accessible to the public, i.e. evening meetings, adequate meeting space, etc.?

The District encourages community members to attend monthly Board meetings along with special meetings held by the Board’s Committees. All non-emergency meetings are agendaized and posted on the District’s message board at least 72 hours in advance. The District also produces a monthly newsletter containing an overview of the actions taken by the Board at the previous meeting and the schedule of future meetings. The majority of all meetings are held at 7:00 p.m in the District Office.

- 6. Have there been violations or investigations within the past three years relative to the Ralph M. Brown Act and/or the Political Reform Act? Describe any grand jury or law enforcement investigations and the outcome.

None.

Section H – Sphere of Influence Review

- 1. Provide a narrative description of anticipated alterations in the district’s current sphere of influence that should be considered in this review. This should include any potential development that would require a sphere of influence amendment for implementation, etc.

At this time, there is a potential partial de-annexation of the Foxwood Unit No. 2 from the District to Shasta Community Services District which the District will need to review and provide comment upon.

- 2. Provide a response to the four factors outlined in Government Code Section 56425 required for a sphere of influence review outlined as follows:

a) The present and planned land uses in the area, including agricultural and open-space lands.

At present, there are a number of pending developments which include: Westridge, Hurner and Menezes/Wilson. All of these developments are within the District’s Service Area and will not require an annexation. Collectively, these projects could add an additional 450 new service connections to the District.

The Laurel Glen, Centerville Oaks Subdivisions located along Placer Road, and the Canto De Las Lupine Subdivisions have all been completed which will include the construction of new homes. Collectively, these projects will provide 58 new services.

The District’s sphere of influence also includes a substantial area of land controlled by the Bureau of Land Management.

b) The present and probable need for public facilities and services in the area.

Based upon the topography and some of the naturally defined boundaries, all of the areas included within the District can be efficiently serviced by the District facilities though the construction of new

main line extensions, storage reservoirs and pump stations. It is anticipated that new developments would require new infrastructure.

c) The present capacity of public facilities and adequacy of public services that the district provides or is authorized to provide.

Regarding water supply, the District currently holds a 40 year Long-Term Renewal Contract with the United States Department of Interior Bureau of Reclamation (USBR) in the amount of 2,900 acre-feet per year. The District also has an unlimited term Exchange of Water Contract with USBR for 900 acre-feet per year for a total contract allocation of 3,800 acre feet per year. Historically, the reliability of this water source has been excellent; however, it has been necessary to exercise conservation measures during extreme drought conditions through use of the District's Drought Contingency Plan. In general, the District's annual water usage is approximately 50% of the total contracted amounts; therefore, there remains a substantial supply for future use.

Regarding water treatment capacity, the District has a 25% dedicated capacity in the treatment plant located at the base of Whiskeytown Dam. The new facilities were constructed back in 1997 which are capable of producing 24 MGD of potable water. At present, there remains additional treatment capacity which is not being utilized by the District with exception of some peak flow periods during the summer months. The District shares this facility as well as the Muletown Conduit with the Clear Creek Community Services District.

d) The existence of any social or economic communities of interest in the area.

While there are limited number of commercial, industrial, and public customers within the District, the majority of the customers served are residential.